

Microsoft Office

Norwich	Days	Feb	Mar	Apr	May	June	Price
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Microsoft Excel

Introduction	1	15 / 26	5 / 22	9 / 26	8 / 24	4 / 20	£175
Intermediate	1	16 / 27	6 / 23	10 / 27	9 / 25	5 / 21	£175
Advanced - Level 1	1	19	12 / 26	19	14	7	£175
Advanced - Level 2	1	20	15 / 27	20	15	8	£175
Visual Basic	2	*	*	16-17	*	*	£495

Microsoft Word

Introduction	1	*	1	*	2	*	£175
Intermediate	1	*	2	*	3	*	£175
Advanced - Level 1	1	22	*	16	*	28	£175
Advanced - Level 2	1	23	*	17	*	29	£175

Microsoft Access

Introduction	2	*	22-23	*	21-22	*	£350
Intermediate	1	8	*	18	*	25	£175
Advanced	1	9	*	19	*	26	£175
Visual Basic	2	*	*	*	*	*	£495

Microsoft Outlook

Introduction	1	*	*	12	*	*	£175
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Microsoft PowerPoint

Introduction	1	*	9	*	17	*	£175
Advanced	1	5	*	30	*	19	£175

Microsoft Project

Introduction	1	22-23	19-20	24-25	*	13-14	£395
Advanced	1	*	*	*	*	*	£250

Microsoft Publisher

Introduction	1	*	16	*	*	27	£175
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Microsoft Visio

Introduction	1	*	*	13	*	*	£250
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Bury St Edmunds

Norwich	Days	Feb	Mar	Apr	May	Jun	Price
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Microsoft Excel

Introduction	1	*	12	*	*	*	£175
Intermediate	1	*	13	*	*	*	£175
Advanced - Level 1	1	*	*	*	*	*	£175
Advanced - Level 2	1	*	*	*	*	*	£175

Kings's Lynn

Norwich	Days	Feb	Mar	Apr	May	Jun	Price
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Microsoft Excel

Introduction	1	*	1	*	10	*	£175
Intermediate	1	*	2	*	11	*	£175
Advanced - Level 1	1	8	*	*	*	11	£175
Advanced - Level 2	1	9	*	*	*	12	£175

Web Design

Norwich	Days	Feb	Mar	Apr	May	Jun	Price
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Creating Video Content for the Web

Introduction	2	*	*	*	*	*	£600
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Wordpress

Introduction	1	*	28	*	4	*	£250
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Technical & Programming

Norwich	Days	Feb	Mar	Apr	May	Jun	Price
# .Net Programming							
Introduction	3	*	*	*	21-23	*	£925
Developing Windows Applications	3	*	*	*	*	*	£925
Exchange Server							
Installing and Managing	3	*	*	*	*	*	£925
PowerShell							
Administration and Scripting	3	*	*	23-25	*	*	£925
SQL Server							
Install & Admin		*	*	*	21-23	*	£925
Programming and Development	3	12-14	*	*	*	*	£925
SharePoint							
Installation and Administration	3	*	19-21	*	*	*	£925
Window Server							
Configuring, Managing and Maintaining	3	*	*	*	*	25-27	£925

Adobe Creative Suite

Norwich	Days	Feb	Mar	Apr	May	Jun	Price
Adobe Creative Cloud Essentials							
Introduction	2	5-6	*	*	*	*	£495
Adobe Creative Design Techniques							
Introduction	1	*	*	*	*	*	£265
Illustrator							
Introduction	2	*	*	*	14-15	*	£495
Advanced	1	*	7	*	*	*	£265
InDesign							
Introduction	2	*	5-6	*	16-17	*	£495
Advanced	1	9	*	*	*	*	£265
Photoshop							
Introduction	2	7-8	*	*	*	*	£495
Advanced	1	*	*	*	18	*	£265

Social Media, SEO & PPC

Norwich	Days	Feb	Mar	Apr	May	Jun	Price
SEO & PCC							
Google Adwords	1	13	*	*	16	*	£300
Google Analytics	1	*	*	18	*	*	£300
Search Engine Optimisation	2	*	13-14	*	*	*	£600
Social Media							
Beginners Guide to Social Media	1	6	*	*	9	*	£300
Advanced Guide to Social Media	1	26	*	*	21	*	£300
Social Media Strategy & Blogging	1/2	*	6 (am)	*	*	*	£150
Twitter for Business	1/2	*	6 (pm)	*	*	*	£150
Facebook for Business	1/2	*	21 (am)	*	*	*	£150
LinkedIn for Business	1/2	*	21 (pm)	*	*	*	£150
Pinterest & Instagram for Business	1/2	*	*	*	*	*	£150
Creative Content Workshop	1/2	*	*	*	*	*	£150

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Management Training & Personal Development
Norwich
Drive - Director & Senior Management Development (8 half day sessions)

January 2018 (am)	18, 25 January, 1, 8, 22 February, 1, 8 and 15 March (Thursday mornings)	£2,050
ILM Level 5 Award in Management (Additional Fee)		£200

Forefront - Team Leader Development (6 half day sessions)

January 2018 (am)	19, 26 January, 2, 9, 16 and 23 February (Friday mornings)	£1,495
February 2018 (am)	13, 20, 27 February, 13, 20 and 27 March (Tuesday mornings)	£1,495
March 2018 (am)	9, 16, 23 March, 13, 20 and 27 April (Tuesday mornings)	£1,495
ILM Level 3 Award in First Line Management (Additional Fee)		£180

Presence - Communication & Influencing Skills (6 half day sessions)

Please call us for dates	£1,395
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Cambridge
Forefront - Team Leader Development (4 full day sessions)

February 2018	22 February, 1, 8 and 15 March	£1,395
ILM Level 3 Award in First Line Management (Additional Fee)		£180

Project Management
Norwich

	Days	Feb	Mar	Apr	May	Jun	Price
Agile PM							
Foundation & Practitioner	4	*	*	30 April - 3 May	*	*	£1,495
APM							
Project Fundamentals	2	*	1-2	*	*	*	£695
Project Management	5	*	*	23-27	*	*	£1,495
PRINCE2®							
Foundation	3	*	12-14	*	14-16	25-27	£695
Foundation & Practitioner	5		12-16	*	14-18	25-29	£1,095
Practitioner Upgrade	2	1-2	15-16	*	17-18	28-29	£575
Practitioner Re-registration	2	1-2	15-16	*	17-18	28-29	£575
MSP							
Foundation	3	*	*	*	*	*	£695
Foundation & Practitioner	5	*	*	*	*	*	£1,095

Cambridge

	Days	Feb	Mar	Apr	May	Jun	Price
PRINCE2®							
Foundation	3	*	19-21	*	*	4-6	£695
Foundation & Practitioner	5	*	19-23	*	*	4-8	£1,095

Chelmsford

	Days	Feb	Mar	Apr	May	Jun	Price
PRINCE2®							
Foundation	3		*	*	*	*	£695
Foundation & Practitioner	5	26 Feb - 2 Mar		9-13	21-25	25-29	£1,095

Ipswich

	Days	Feb	Mar	Apr	May	Jun	Price
PRINCE2®							
Foundation	3	12-14	*	*	*	*	£695
Foundation & Practitioner	5	12-16	*	*	*	*	£1,095

For other Project Management venues and dates please visit our website

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Business & Personal Development

Norwich	Days	Feb	Mar	Apr	May	Jun	Price
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Business Skills

Assertiveness	1	*	*	9	*	*	£250
Bids & Tender Writing	1	*	28	*	*	*	£250
Business Writing Skills	1	21	*	23	*	15	£250
Communication Skills	1	*	12	*	*	7	£250
Conducting Effective Meetings	1	*	*	*	*	*	£250
Credit Control	1	6	*	*	*	13	£250
Finance for Non-Financial Managers	1	21	*	*	22	*	£250
Influencing Skills	1	*	*	*	10	*	£250
Minute Taking	1	2	16	*	23	*	£250
NLP Introduction	1	28	*	*	*	*	£250
NLP Level 1	1	*	22	*	*	*	£250
PA / Executive Assistant	1	*	*	19	*	*	£250
Presentation Skills	1	*	26	*	*	13	£250
Report Writing	1	*	*	*	*	*	£250
Time Management	1	*	*	16	*	*	£250
Train the Trainer	1	*	22	*	*	18	£250
Writing for the Web	1	*	*	*	9	*	£250

HR

Appraisal	1	*	5	*	*	*	£250
HR Essentials for Line Managers	1	19	*	*	*	4	£250
Recruitment & Selection	1	*	*	*	*	*	£250

Sales & Customer Service

Customer Care	1	*	*	24	*	*	£250
Dealing with Difficult People	1	*	*	26	*	*	£250
Handling Customer Complaints	1	*	14	*	*	*	£250
Negotiating Skills	1	*	*	23	*	*	£250
Networking Skills	1/2	19 (am)	*	*	*	*	£150
Train the Trainer	1	*	22	*	*	18	£250

Team Performance

Managing Your Team: Performance and Style	1	*	20	*	*	*	£275
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Bury St Edmunds

	Days	Feb	Mar	Apr	May	Jun	Price
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Business Skills

Presentation Skills	1	*	6	*	*	*	£250
Minute Taking	1	*	*	*	*	*	£250
Time Management	1	26	*	*	*	*	£250

Sales & Customer Service

Customer Care	1	*	*	*	*	*	£250
Train the Trainer	1	*	*	*	*	*	£250

King's Lynn

	Days	Feb	Mar	Apr	May	Jun	Price
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Business Skills

Presentation Skills	1	*	*	*	*	*	£250
Minute Taking	1	*	*	*	*	*	£250
Time Management	1	*	*	*	*	*	£250

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Health & Safety

Norwich	Days	Feb	Mar	Apr	May	Jun	Price
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IOSH

Working Safely	1	*	12	25	*	8	£170
Managing Safely	3	14-16	14-16 / 22-23	*	2-4	25-27	£545
Managing Safely Refresher	1	6	*	*	*	*	£265

NEBOSH

National General Certificate - Units: NGC1, GC2 & GC3	11 + exams	NGC1: 12, 13, 14, 15 and 16 February, Revision: 6 March (am), Exam: 7 March (9.30am) GC2: 26, 27, 28 February, 1 and 2 March, Revision: 6 March (pm), Exam: 7 March (2pm)					£1,495
Fire Certificate - Units: FC1 & FC3	5 + exams	FC1: 14, 15, 16, 17 and 18 May, Exam: 6 June (2 pm)					£850
Environmental Certificate - Units: EC1 & EC2	5 + exams	EC1: 26, 27, 28 February, 1 and 2 March, Exam: 7 March (9.30am)					£850

Bury St Edmunds

Days	Feb	Mar	Apr	May	Jun	Price
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IOSH

Working Safely	1	*	*	*	*	*	£170
Managing Safely	4	*	7-9	*	*	*	£690

King's Lynn

Days	Feb	Mar	Apr	May	Jun	Price
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IOSH

Working Safely	1	*	*	*	*	*	£170
Managing Safely	4	*	*	*	*	*	£690

NEBOSH

National General Certificate - Units: NGC1, GC2 & GC3	11 + exams	NGC1: 1, 2, 3, 4 and 5 October, Revision: 29 October (am), Exam: 31 October (9.30am) GC2: 15, 16, 17, 18 and 19 October, Revision: 29 October (pm), Exam: 31 October (2pm)					£1,495
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First Aid

Norwich	Days	Feb	Mar	Apr	May	Jun	Price
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Quasafe Awards

Level 3 Award in Emergency First Aid at Work (RQF)	1	*	*	*	*	*	£95
Level 3 Award in First Aid at Work (RQF)	3	*	*	*	*	*	£295

Bury St Edmunds

Days	Feb	Mar	Apr	May	Jun	Price
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Quasafe Awards

Level 3 Award in Emergency First Aid at Work (RQF)	1	*	22	26	*	*	£95
Level 3 Award in First Aid at Work (RQF)	3	*	*	*	*	*	£295

Food Safety

Norwich	Days	Feb	Mar	Apr	May	Jun	Price
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Highfield Qualifications

Level 2 Award in Food Safety in Catering (RQF)	1	*	*	25	*	*	£95
Level 2 Award in Food Safety in Manufacturing (RQF)	1	*	*	*	*	*	£95
Level 3 Award in Food Safety in Catering (RQF)	3	*	*	17, 18 & 23	*	*	£395
Level 3 Award in Food Safety in Manufacturing (RQF)	3	*	*	*	*	*	£395

HACCP

Norwich	Days	Feb	Mar	Apr	May	Jun	Price
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Highfield Qualifications

Level 2 Award in HACCP for Catering (RQF)	1	*	*	*	*	*	£195
Level 2 Award in HACCP for Food Manufacturing (RQF)	1	*	*	*	*	*	£195
Level 2 Award in HACCP for Catering (RQF)	2	*	*	*	*	*	£395
Level 2 Award in HACCP for Food Manufacturing (RQF)	2	*	*	*	*	*	£395

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